

Job Description - Assistant Headteacher

Line Manager: DHT Pastoral

Responsible to: Headteacher

Salary Grade: Leadership Point 12-16

Full time/Part time: Full time

Job Purpose

The Assistant Headteacher will play a major role in the continued growth of our school, helping students and staff members to succeed, be included and reach their full potential. They will work alongside the headteacher, Deputy Headteachers and other members of the Senior Leadership Team.

The post holder shall have the professional duties of an Assistant Headteacher in accordance with the current DfE's School Teachers' Pay and Conditionals document.

Key Responsibilities

- To assist the Headteacher, together with other members of the School Leadership Team, in providing leadership and managing the school
- To provide strategic and operational leadership for specified whole school priorities relating to inclusion.
- To actively support the vision, ethos and policies of the school and Trust.
- To promote and safeguard the welfare of our children.

Specific Responsibilities

- These will be based upon the skills of the applicant and determined at interview.

Leadership Team Responsibilities

- Take a lead role in creating positive relationships across the school and the wider community
- Contribute to the school's rigorous and on-going self-evaluation cycle and quality assurance procedures across the school
- Maintain a high-profile presence and to be accessible to, and supportive of, students, staff, parents/carers and the wider community
- Actively support the School's attendance drive.

Professional Development

- Keep up to date with current research in school improvement.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Participate in performance management in accordance with school policy.

Teaching Duties

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure coordinated outcomes.
- Supervise and so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals,
- Take responsibility as the designated professional lead for Safeguarding,
- Operating safe recruitment practices,
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and review practice.
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and or CEO and will be reviewed annually.